

179552

Concerned Community Citizens  
231 Parkview Ct.  
Edwardsville, IL 62025

May 3, 2002

Mr. Tom Skinner  
Regional Administrator  
U.S. EPA Region 5

Dear Mr. Skinner:

Enclosed you will find the Concerned Community Citizens' application for a Technical Advisor Grant. At this time we are also requesting a waiver of the 20% matching funds requirement. We believe your approval of this waiver is paramount to ensure public participation in the Sauget Area 1 Superfund sites.

The 20% match of funds amounts to \$12,500. As we are a new group, we do not have any funds available nor do we believe we will be able to raise them. The Villages of Sauget and Cahokia are both small with generally low wages and poor economies.

However, we estimate that we will contribute approximately \$12,500 (20%) of the total project costs through in-kind donations. For instance, one of our members is a Certified Public Accountant who has agreed to donate his services to maintain our books and prepare any necessary financial reports. We estimate his contributions to be valued at \$9,360 over a three-year period. Please see Attachment 1.C for additional in-kind contributions.

We are also in the process of applying for incorporation as a non-profit Illinois corporation, and will submit proof of such application as soon as it becomes available.

Please do not hesitate to call me at 618-659-1143 if you have any questions.

Sincerely,



Jennifer M. Vandever, President  
Concerned Community Citizens

OMB Approval No. 0348-0043

Standard Form 424 (Rev. 7-87)  
Prescribed by OMB Circular A-102

# BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Technical Assistance	66-906	\$	\$	\$	\$	\$
2. Saugnet Area 1			See Detailed Section 2B.	Budget in Project Narrative Statement,		
3. Superfund Site						
4.						
5. Totals		\$	\$	\$	\$	\$
SECTION B BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1) Assistance	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$	\$	
b. Fringe Benefits		See Detailed Section 2B.	Budget in Project Narrative Statement,			
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$	
7. Program Income		\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Technical Assistance at Sauget Area 1 Superfund Site	\$	\$	\$	\$
9.	See detailed budget in Project Narrative Statement, Section 2B.			
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 16,667.00	\$ 4,166.00	\$ 4,166.00	\$ 4,167.00	\$ 4,167.00
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$ 4,166.00*	\$ 1,041.50	\$ 1,041.50	\$ 1,041.50	\$ 1,041.50

SECTION E - ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Sauget Area 1	\$ unknown	\$ unknown	\$ unknown	\$ unknown
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ unknown	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

\*In-kind contribution.

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**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE President
APPLICANT ORGANIZATION Concerned Community Citizens	DATE SUBMITTED 5/3/02



EPA Project Control Number

United States Environmental Protection Agency  
Washington, DC 20460

## Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Jennifer Vandever, President Concerned Community Citizens

Signature of Authorized Representative

Date

*Jennifer Vandever*

5/3/02

☐ I am unable to certify to the above statements. My explanation is attached.

EPA Form 5700-49 (11-88)



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# **CERTIFICATION – DRUG FREE WORKPLACE ACT OF 1988**

The recipient certifies that it will provide a drug-free workplace by:


- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, disposing, possession, or use of a controlled substance is prohibited in the recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) establishing a drug-free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the recipient's policy of maintaining a drug-free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee engaged in the performance of the project be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that: as a condition of employment under the award, the employee will:
  - (1) abide by the terms of the statement, and
  - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such convictions:
- (e) notifying the Award Official within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
  - (1) taking appropriate personnel action against such an employee, up to and including termination; or
  - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The recipient shall insert in the space provided below the site(s) for performance of work done in connection with the specific award.

Place of performance (street address, city, county, state, zip code)

231 Parkview Ct Edwardsville IL 62025

Concerned Community Citizens, 817 Preston Lane, Cahokia, Illinois 62206

  
Jennifer Vandever, President  
Concerned Community Citizens



## PROJECT NARRATIVE STATEMENT

### Section 1 – Group Qualifications

#### A. Group Eligibility

1. Do any of the following categories apply to your group? no (yes/no) If the answer is yes, check the categories below that apply and provide a detailed explanation.

\_\_\_\_\_ Are any members of your group potentially responsible parties (PRPs)?

\_\_\_\_\_ Was your group established by a PRP?

\_\_\_\_\_ Was/is your group sustained by a PRP?

\_\_\_\_\_ Was your group established by, or is it presently sustained by, any of the following:

\_\_\_\_\_ a corporation that is not incorporated for the specific purpose of representing affected individuals at the site?

\_\_\_\_\_ an academic institution?

\_\_\_\_\_ a political subdivision?

\_\_\_\_\_ Does anyone in your group have financial involvement in a PRP (as other than an employee or contractor)?

2. How many members are in your group? 4 Is it made up of a Concerned Community Citizen group? No (yes/no) If so, how many, and how did the groups come together? If not, how was your group formed?

*Our group formed as a result of hearing about contamination in the Sauget Area. We want to be sure we easily understand technical information about the environmental contamination and its health impact on the residents and workers in Sauget and Cahokia. Although currently there are four members of the Concerned Community Citizens ("CCC") group, we expect more people to join our group as we begin to publicize information about our objectives. We have already begun publicizing the group's mission in an effort to increase our membership. If we are awarded the grant, we will begin membership drives at local churches, civic organizations, and community events. We also anticipate working with other non-profit groups who are concerned about this area and wish to participate. Part of our civic responsibility is to ensure that all interested parties are granted equal access to the information provided as part of the TAG program.*

*The fact that the path of Dead Creek, which is a part of the U.S. EPA's Sauget Area 1 Superfund Site, traverses residential areas of both communities as well as the creek's close proximity to schools and churches is a cause of concern to us. Specifically, we are concerned about the long-term health effects resulting from the contamination and the long-term environmental impact on this region's economic and residential future. Therefore we would like technical*

*assistance in understanding any impacts the creek has on the area communities.*

*The responsible parties and U.S. EPA representatives have met with the community and explained their plans and how the community can become involved in the process. However, without technical input on what all the studies of the area mean, it is difficult for the community to recommend changes or even supply appropriate comments. Leo Rosales has been very helpful, but we need more hands-on interaction with someone who will be available for continuous discussion.*

*The CCC plans to use any awarded grant funds to obtain assistance in interpreting technical information generated during the Superfund investigation and cleanup process at the U.S. EPA's Sauget Area 1 Superfund site located in our communities, Cahokia and Sauget, in St. Clair County, Illinois. We are also committed to sharing and disseminating all such interpretations with any other community members.*

## **B. Responsibility Requirements**

1. **Administrative and Management Capabilities:** Please briefly describe the organizational structure of your group in the space below. (Describe roles and responsibilities of members, particularly members who will be responsible for financial management of the grant and directing the activities of the contractor.)

*The Concerned Community Citizens will apply to the State of Illinois to become a non-profit corporation for the specific purpose of addressing the concerns of the Sauget Superfund Site and the surrounding area. The Concerned Community Citizens will be managed by a three-person executive committee composed of a president, a vice-president/secretary and a treasurer. The president, Jennifer Vandever, has been designated as Executive Director of the Concerned Community Citizens and will be the group's designated representative for the purpose of signing all documents related to the grant. The executive committee will direct the technical advisor and oversee the entire project. The treasurer will be responsible for all financial oversight. The bylaws will provide additional details about the administrative structure of the Concerned Community Citizens.*

2. **Resources for Project Completion:** What resources are available to your group to help complete the TAG Project? (Include any plans that your group has for in-kind contributions or for fund-raising and obtaining cash.)

*To complete our technical assistance project, we will require the services of a technical advisor for three years. At this time, the total estimated budget for the entire project is \$62,500. Of this amount, the federal share will be \$50,000. We will match the federal share of \$50,000 with \$12,500 — 20 percent of the total project cost — with in-kind contributions. In-kind contributions will come from planning activities, accounting services, web page design, writing and editorial services, and time required to put out mailings. For example, a certified public accountant will donate services to provide accounting assistance to the Concerned Community Citizens. Furthermore, a group member will design, write, and edit a newsletter devoted solely to the site and technical*

*assistance project. Attachment 1.B provides a detailed budget, including a breakdown of federal and matching shares.*

3. **Performance Record:** Please describe your group's past performance with satisfactorily completing projects and contract. (If your group has no past experience, EPA will evaluate the description, budget, and schedule you provide in Section 2 of this application.)

*Although the Concerned Community Citizens has not previously received federal funds, we believe the group can satisfactorily complete the proposed TAG project. Jennifer Vandever has previous experience in successfully organizing fund-raising and budgeting activities. In addition, Ms. Vandever has experience in managing state grants.*

*The Statement of Work (Attachment 1.A) included in this application describes in detail our proposed plan for use of a technical advisor's services.*

*Attachment 1.B., "Proposed Schedule and Costs for Technical Advisor," ties our Statement of Work to our budget. The primary areas of past involvement are health and environmental concerns.*

4. **Accounting and Auditing Procedures:** What procedure does your group plan to use for recordkeeping and financial accountability related to the grant? Please identify the member of your group who will maintain your financial records.

*Our financial management system complies with generally accepted accounting procedures. We will establish and maintain a separate bank account and a general ledger for the sole management of the TAG. The treasurer on the Executive Committee will maintain all financial records related to the grant. These records will be stored in a central file and will be accessible to all Board Members. A telephone log will be maintained by the group's officers. In addition, contractors will be expected to keep a telephone log and other records of their activities and expenditures.*

*A member of the local community is a certified public accountant and has volunteered to assist in the financial oversight of grant funds. He will advise the group on completing financial reports required by EPA and the state. In addition, an outside accounting firm will be brought in to perform an independent audit every other year, as required by federal regulations, in the event that the group receives \$25,000 or more in reimbursements from EPA in any given year.*

**5.Incorporation:** Is your group incorporated specifically for the purpose of addressing problems at this site? no (application to be submitted) (yes/no). If not, what steps is your group taking to incorporate for grant-related purposes?

*The Concerned Community Citizens will file Articles of Incorporation and Bylaws with the State of Illinois for incorporation as a non-profit organization. The Bylaws will provide a description of the administrative structure of the Concerned Community Citizens and general group goals. We will forward a copy of the Articles of Incorporation and Bylaws to the EPA as soon as these documents are prepared.*

6. **Drug-Free Workplace Policy:** Does your group promise not to engage in illegal drug-related activities while carrying out activities using TAG funds? yes (yes/no)

C. **Group Issues and Objectives**

1. **Health Considerations:** How many group members have experienced health effects from contamination at the site? None are known. Describe actual or potential health threats the site poses to individual group members and the efforts members of your group have undertaken to resolve or make known these health concerns.

*Concern about potential health threats resulting from the contamination in the Cahokia /Sauget area led to the initial formation of this group. Many members of our group have attended meetings where the site studies have been discussed. Soil and water testing suggests a variety of chemical compounds are present in the Superfund area.*

*The Concerned Community Citizens want to specifically ensure that all potential health risks related to the site are investigated thoroughly and that the selected remedial action will assure that any health or environmental threats are appropriately addressed.*

2. **Consolidation/Representation:** Describe the number and diversity of affected community organizations and individuals represented by your group, highlighting the ways in which your group represents individuals affected by the site.

*Although the Concerned Community Citizens is a small group of individuals, either living, working, or owning property in the Villages of Sauget and Cahokia, we believe our organized effort will positively affect both members of the group and all other community members. Our group will provide a single, central contact point from which community concerns can be addressed. We fully expect to have many other resident and non-profit groups join our grass roots group as we begin to take an active role in addressing community health and environmental concerns.*

3. **Tasks for Technical Advisors:** Please describe how your group intends to use your technical advisor to interpret technical Superfund information.

*The primary purpose of the technical advisor is to help members of the Concerned Community Citizens better understand the technical information, data, reports, designs, and oral presentations provided by responsible parties, the EPA and the state in the course of studying and conducting remedial activities at the U.S. EPA's Sauget Area 1 Superfund Site. By interpreting, analyzing, and evaluating the information, the technical advisor will aid our group in commenting more productively and effectively on remedial activities at the site. The ultimate goal of the technical assistance project is to help us help the EPA keep our community a safe place to live and work.*

*A more detailed description of the tasks to be performed by the technical advisor is given in the Statement of Work (Attachment 1.A.) and in the Proposed Schedule of Tasks and Costs for Technical Advisor (Attachment 1.B.).*

4. **Information Sharing:** How does your group intend to share information collected with grant funds with the larger community?

*To keep community members informed of activities at the Sauget Superfund sites, the Concerned Community Citizens will produce a newsletter containing information generated by the technical advisor. We estimate printing 500 copies of each newsletter for distribution in the local community, group members and to the local press. In addition, all final documents produced by the technical advisor will be sent to EPA to be placed in the information repositories established for the Site at the Cahokia Public Library. To encourage community involvement in activities related to the Site, the Concerned Community Citizens will make all of its general meetings open to the public. Additionally, before an EPA public meeting regarding the cleanup remedies for the Site, the Concerned Community Citizens will attend a Cahokia Town Hall meeting to brief the public on the technical advisor's findings. The Concerned Community Citizens will advertise the meeting by putting an ad in the local newspaper. Also, the CCC will develop a webpage for disseminating information from the technical advisor. A member of the group will donate web design services for this activity.*

5. **Economic/Environmental Considerations:** How many group members have experienced economic/environmental impacts from contamination at the site? all. Please describe the actual or potential economic harm or loss of environmental amenities the site has imposed on individual group members, and efforts group members have undertaken to resolve or make known these concerns.

*During the last 10 years we have seen a dramatic decline in the local economy and a decline in property values. We believe this is due, in part, to the EPA's public statements and activities regarding the potential environmental impact of the chemical constituents at the Sauget Superfund Site and the surrounding area.*

*Publicity about the contamination in this area has already significantly lowered property values of homes—especially those located near Dead Creek – and caused them not to attain the same level of increase that many local communities have seen. Concerned Community Citizens' members support a timely determination concerning what additional cleanup is necessary at the Sauget Area 1 Superfund sites.*

## **Section 2 – Statement of Work for the Technical Advisor**

- A. **Statement of Work:** Please identify the technical advisor(s)' tasks for each phase of the Superfund process. For each of these phases, please note what the technical advisor will do, the estimated amount of time needed to complete each task, and specific documents, reports, or other tangible work products you expect the technical advisor to produce.

*See Attachment 1.A. and 1.B.*

- B. Detailed Budget:** Prepare a budget for the technical assistance project. Indicate the tasks to be completed by the technical advisor, the estimated number of hours, and the cost for each task (including travel costs). Use footnotes to explain assumptions made in the budget (such as hourly rate of advisor or adjustments for inflation). This budget should identify everything that you expect to purchase with grant funds.

The budget should show the amount of the group's matching contribution separately from federal funds. Note that the grant funds (usually 80 percent) plus group contribution (usually 20 percent) must equal the total project costs; grant funds cannot exceed 80 percent of project costs for any budget period. In your statement, be sure that you differentiate cash expenditures from in-kind contributions. Also, include explanations of the assumptions made in calculating the value of in-kind contributions.

*See Attachment 1.C.*

## **Attachment 1.A.**

### **Statement of Work**

This section provides a detailed description of individual technical advisor tasks and their purposes. Technical assistance tasks described in this statement of work are based on conversations with the EPA Regional staff (the Remedial Project Manager and the Community Relation Coordinator for the site).

For all reports and reviews completed by the technical advisor, a memo will be prepared for the Concerned Community Citizens' leadership so that information can be relayed to the membership via the newsletter. The memo and newsletter also will be sent to EPA to be placed in the information repository for the site.

#### **Removal Action (Estimate 100 hours)**

The advisor's first task will be to review the current work being done in Dead Creek and to review the final report on the Dead Creek removal action. The advisor will be expected to report his/her findings in a final report submitted to the Concerned Community Citizens' Executive Committee. This report will be published in the Concerned Community Citizens newsletter and on its webpage.

#### **Health Study and Remedy Review (Estimate: 300 hours, including one trip)**

The advisor will complete a detailed analysis of the Human Health Risk Assessment and any proposed remedies. The advisor will then brief the Concerned Community Citizens on the contents of the documents. Additionally, the advisor will prepare a written report to aid the Concerned Community Citizens' preparation of public comments, specifically addressing the proposed cleanup measures. The advisor will make a presentation on his/her findings at a Cahokia Town Hall meeting prior to the EPA's public meeting. The advisor will attend and participate in EPA's public meeting during the public comment period.

The advisor will be expected to analyze the health assessment thoroughly to ensure that public health is being adequately considered. The advisor will prepare a summary report on the potential health risks posed by the site and how EPA proposes to address these risks.

#### **Remedial Design (Estimate: 100 hours)**

The technical advisor will be expected to carry out oversight functions during this stage. The advisor will review the final design to ensure that the design is consistent with the Record of Decision. The advisor will be expected to report his/her findings in memoranda submitted to the Concerned Community Citizens' Executive Committee. Excerpts about the progress at the site will be published in the Concerned Community Citizens' newsletter and on its webpage.

#### **Remedial Action (Estimate: 75 hours)**

During the remedial action phase, the advisor will be expected to review the final inspection report. Within 30 days of the completion of the cleanup, the advisor will prepare a final report summarizing his/her findings. This report will be published in the Concerned Community Citizens newsletter and on its webpage.

## PROPOSED SCHEDULE OF TASKS AND COSTS FOR TECHNICAL ADVISOR( S)

Schedule/Tasks		Review Report	Prepare Memo/ Report	Attend Meeting	# of Hours	Cost at \$ Hour	Total Cost of Advisor	Total # of Hours
YEAR 1	<b>Removal Action</b>				50	\$76.00	\$ 3,800.00	50
	• Review current state of work	X						
	• Review final reports	X						
	• Prepare a memorandum		X					
	<b>Health Study and Remedy Review (FS)</b>				300	\$76.00	\$22,800	300
	• Review health assessment	X						
	• Prepare report		X					
	<b>Remedy Study (Review) Continued</b>				50	\$76.00	\$ 3,800	50
	• Brief Concerned Community Citizens on remedy			X				
	• Attend remedy meetings			X				
YEAR 2	• Review CCC comments on remedy	X						
	• Review draft remedy proposals	X						
	• Prepare a remedy evaluation		X					
	<b>Remedial Design (RD)</b>				100	\$76.00	\$ 7,600	100
	• Review pre- final and final design	X						
	• Prepare design evaluation memo		X					
	<b>Remedial Action (RA)</b>				75	\$76.00	\$ 5,700	75
	• Review pre-final and final reports	X						
	• Prepare cleanup evaluation report		X					
	<b>Total Cost of Advisor</b>						<b>\$43,700.00</b>	
	<b>Travel</b> (site visits and attendance at CCC Meetings and Public Hearings)							
	• Air Travel and/or Mileage (\$ 0.25 per mile)							
	• Lodging and Meals (\$ 100 per diem)							
	<b>Total Travel Costs</b>						<b>\$500.00</b>	
	<b>Administrative Costs</b>							
	• Telephone						<b>\$150.00</b>	
	• Postage						<b>\$150.00</b>	
	• Copying						<b>\$100.00</b>	
	• Accounting						<b>\$9,360.00</b>	
	• Board of Directors Meetings						<b>\$900.00</b>	
	• Attend Community Meetings						<b>\$640.00</b>	
	• Newsletter						<b>\$1,200.00</b>	
<b>Total Administrative Costs</b>							<b>\$12,500.00</b>	
<b>TOTAL (Federal Share)</b>							<b>\$50,000.00</b>	



# Attachment 1.C.

## Detailed Budget for Three Year Budget Period

1.	Federal Share:	\$50,000	\$50,000
•	Labor	\$43,700	\$43,700
	Technical Advisor		
	575 hours at \$76 per hour		
	Administrator		
	216 hours at \$25.00	\$ 5,400	\$ 5,400
•	Travel	\$ 500	\$ 500
•	Other Costs*		
	Telephone	\$ 150	
	Postage	\$ 150	
	Copying, FAX, Printing	\$ 100	\$ 400
	<b>Total</b>		\$50,000
2.	Matching Share:		
•	Incorporation		\$ 50.00
•	Newsletter (writing, editing, distribution)*		\$ 1,200.00 (in-kind contribution)
•	Meeting space (\$50 per meeting)		\$ 350.00 (in-kind contribution)
•	Accounting, bookkeeping, (4 hr. per month, 3 years @ \$65.00 per hour)*		\$9,360.00 (in-kind contribution)
•	Meetings of the Board of Directors*		\$ 900.00 (in-kind contribution)
•	Attend Community Meetings*		\$ 640.00 (in-kind contribution)
			\$12,500
	<b>TOTAL</b>		\$62,500

\* Total administrative costs = 20% of total budget.